

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Comptroller
Department of the Comptroller
An Equal Opportunity Employer

Comptroller – Department of the Comptroller, *Appointed Official/Residency Preferred*
Please submit salary ideal

40 hours per week, exempt position (Grade E99)

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Monday, April 18, 2022

Carroll County Government is seeking a resourceful individual with experience and knowledge in governmental accounting to manage the overall direction, coordination, and evaluation of the Department of the Comptroller. The Department maintains financial records and assures the safeguard of all County Assets.

The Comptroller is responsible for overseeing the Bureau of Accounting, Office of Procurement, and the Collections Office. Through these agencies, the Department processes financial transactions for all County department and other agencies. This includes collecting revenues, paying bills, purchasing materials and supplies, investing County funds and processing payroll for County employees. As well as overseeing County financial records, audits, annual financial reports, and administering debt issuance for the County.

The Comptroller is required to be the County and Master Trustee for OPEB, will serve as the Appointed Tax Collector for Carroll County and municipalities and administer the annual tax sale process, oversee the calculation of Utility rates and County fees, and coordinate the Length of Service Award Program (LOSAP).

Click [here](#) for the full job description

Qualifications:

1. Ten years' experience in accounting or financial field, including three years of senior level management experience; **and**
2. Master's degree in Business Administration (MBA) or related field; **or**
3. Bachelor's degree and Certified Public Accountant (CPA) accreditation

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 3/18/2022 (22-137)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.